



Disbursing Clerk 3 & 2

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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DISBURSING CLERK 3&2

NAVEDTRA 82658

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is *Disbursing Clerk 3&2*, NAVEDTRA 12658. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read These black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully. then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may

refer freely to the TRAMAN and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS:

Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. **Manually Scored Answer Sheets**

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be

administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA form 1430/5, Stock Ordering Number 0502-W-216-0100. You may get a supply of the forms from your Educational Semites Officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure

that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

**COMMANDING OFFICER
NETPMSA CODE 074
6490 SAUFLEY FIELD RD
PENSACOLA FL 32559-5000**

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: when you complete the last assignment, fill out the "Course Completion" form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. **DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).**

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 15 points. These points can be credited in units as follows:

Unit 1 - 12 points upon satisfactory completion of assignments 1 through 8.

Unit 2 - 3 points upon satisfactory completion of assignments 9 and 10.

All 15 points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

In completing this NRTC, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: Disbursing Clerk functions; disbursing office; military pay entitlements;

military pay deductions; Navy pay procedures; maintenance of leave and earnings statement (LES) and personal financial record (PFR); payments; naval reserve disbursing requirements; appropriation accounting; travel and transportation; public vouchers; collections; and reports and returns.

Naval courses may include several types of questions-multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

s-1. Who was the first person appointed
Secretary of Defence under the
National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

s-2. All naval officers are authorized to
correspond officially with any systems
command of the Department of the
Navy without their respective com-
manding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B maybe used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses maybe used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

Indicate in this way on the answer sheet:

- | | |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | |

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	---
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

ASSIGNMENT 1

Textbook Assignment: "The Disbursing Clerk," chapter 1, and "Disbursing Office," chapter 2, pages 2-1 through 2-14.

- 1-1. To satisfactorily perform the duties of a Disbursing Clerk, you must develop the ability to do which of the following tasks?
1. Operate office machines
 2. Interpret official publications
 3. Perform mathematics computations accurately
 4. Each of the above
- 1-2. Since much of your work involves direct contact with both military and civilian personnel, which of the following traits or characteristics would be most important?
1. A thorough knowledge of disbursing procedures
 2. A high degree of skill in operating office machines
 3. The ability to read and to understand official publications
 4. A sincere desire to help people
- 1-3. You should discuss an individual's personal financial affairs with someone else when official business requires it.
1. True
 2. False
- 1-4. When providing customer service, which of the following actions are you expected to do?
1. Tell the customer to come back because the DK who takes care of his or her record is not available
 2. Always make sure to provide the desired results
 3. Provide the best service possible even if you cannot comply with the customer's wishes
 4. Act like you are being bothered by the customer
- 1-5. What training manual may assist you in improving your personal services to crew members?
1. *Navy Customer Service Manual*
 2. *Financial Management in the Navy*
 3. *Naval Orientation*
 4. *Hunan Behavior*
- 1-6. If someone telephones for the disbursing officer while the officer is temporarily out of the office, what should you do if the caller does not identify himself or herself?
1. Ask the caller to try again some other time
 2. Inform the caller that the disbursing officer is not available
 3. Ask for and write down the name and phone number of the caller
 4. Ask the caller to try again tomorrow since you do not know when the disbursing officer will return
- 1-7. The first impression is the lasting impression. What is the first thing that the customer notices and uses in forming an impression?
1. The office's physical layout
 2. Your appearance
 3. Looking busy when a person enters the office
 4. Proficiency in the operation of office machine

- 1-8. What information may you give to SK2 Smith about PN3 Brown's pay account?
1. General pay information for a third class petty officer
 2. Any allotments PN3 Brown has in effect
 3. PN3 Brown's withholding taxes
 4. PN3 Brown's normal pay each payday
- 1-9. The personal pay information of a member may be given to all EXCEPT which of the following persons?
1. The member himself or herself
 2. The member's division officer while conducting official business
 3. The member's spouse
 4. The legal officer before the member is sent to a captain's mast
- 1-10. What publication should you consult for the proper handling of classified pay information?
1. *The Navy Comptroller Manual*
 2. *U.S. Navy Regulations, 1990*
 3. *The Department of the Navy Information and Security Program Regulation*
 4. *The Navy Correspondence Manual*
- 1-11. A DK on shore duty is most likely to be stationed at which of the following duty stations?
1. NAS Dallas, TX
 2. NMCB 40
 3. NAVSTA San Diego, CA
 4. PSD Bermuda
- 1-12. Which of the following ships should you choose as your next duty assignment if you wish to gain work experience in all areas of disbursing?
1. USS *Saratoga* (CV-60)
 2. USS *Guam* (LPH-9)
 3. USS *Stark* (FFG-31)
 4. USS *Nimitz* (CVN-68)
- 1-13. The disbursing office is a part of what detachment or department (a) aboard ship and (b) ashore?
1. (a) PSD; (b) supply
 2. (a) Supply; (b) comptroller
 3. (a) Admin; (b) PSD
 4. (a) Supply; (b) PSD
- 1-14. On a ship with a disbursing officer, how is the responsibility vested for the disbursement of public funds?
1. Jointly in the supply officer and the disbursing officer
 2. Solely in the supply officer
 3. Solely in the disbursing officer
 4. Jointly in the commanding officer and disbursing officer
- 1-15. When a disbursing officer is assigned to a PSD, what degree of control over the disbursing functions does the officer in charge retain?
1. Limited accountability for official funds
 2. Total administrative control
 3. Total control over financial returns
 4. Limited review authority over all disbursements
- 1-16. In addition to informed trained personnel, which of the following traits is needed in providing outstanding customer service?
1. Cooperation
 2. Courtesy
 3. Patience
 4. Each of the above
1. Pay account
 2. Public voucher
 3. Fiscal

Figure 1-A

IN ANSWERING QUESTIONS 1-17 THROUGH 1-22, REFER TO FIGURE 1-A. IDENTIFY THE FUNCTIONAL UNIT THAT PERFORMS THE DISBURSING TASKS USED AS THE QUESTION.

1-17. Maintains check records.

1-18. Prepares money lists.

1-19. Pays travel claims.

1-20. Verifies public vouchers.

1-21. Registers allotments.

1-22. Prepares financial returns.

1-23. The overall responsibility of the supply department is to provide which of the following items?

1. Food and clothing for the crew
2. Necessary repair parts
3. Necessary goods and services
4. Morale and welfare services

1-24. The afloat supply's material support functions relate to which of the following shipboard requirements?

1. Operational and maintenance requirements
2. Payday cash requirements
3. Ship's store requirements
4. Barbershop requirements

1-25. Which of the following ratings has a close working relationship with DKs?

1. SK
2. SH
3. PN
4. Ms

1-26. PSDs ashore are designed to provide Navy members with which of the following services?

1. Pay
2. Personnel
3. Passenger transportation
4. Each of the above

1-27. Which of the following situations could have an impact on the organization of a PSD?

1. Type and mission of the commands supported
2. Number of pay and personnel records maintained
3. Geographic separation of each activity supported
4. Each of the above

1-28. The local PASS office network consists of a single PSA managing a number of component PSDs.

1. True
2. False

1-29. What is the primary mission of DFAS - Cleveland Center?

1. Consolidation of financial returns submitted by Navy disbursing officers
2. Maintenance of Navy active duty military pay accounts
3. Payment of public vouchers covering dealer's bills for supplies and services
4. Provision of official accounting services for fleet units

1-30. A designated associate disbursing officer submits his or her financial returns to which of the following officials?

1. Regional central disbursing officer
2. Director, DFAS - Washington Center
3. Director, SFAS - Cleveland Center
4. Commanding Officer, NRFC Washington

1-31. The disbursing officer normally verifies or audits the funds in the hands of the agent cashier at least how often?

1. Each week
2. Every 2 months
3. Every month
4. Each quarter

- 1-32. Normally, on-site audits of disbursing functions aboard ships are conducted by military pay examiners from FAADCs at least how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually
- 1-33. Any disbursing transaction completed by your office is subject to final review by which of the following officials or offices?
1. Comptroller of the Navy
 2. Treasurer of the United States
 3. General Accounting Office (GAO)
 4. DFAS - Cleveland Center
- 1-34. Audits performed by GAO are based on what information?
1. Documents sent to a CDO or FAADC
 2. Documents retained in the disbursing office files
 3. Documents sent directly to GAO
 4. Discrepancy reports initiated by a CDO or FAADC
- 1-35. The disbursing officer is uncertain as to the legality of a claim and has been unable to obtain a decision locally. The officer may request a decision from (a) what official and (b) at what time?
1. (a) Comptroller of the Navy;
(b) before payment is made
 2. (a) Comptroller General;
(b) before payment is made
 3. (a) Comptroller of the Navy;
(b) after payment is made
 4. (a) Comptroller General;
(b) after payment is made
- 1-36. What official or office is responsible for providing Congress with a final accounting of all the financial transactions performed by every government department and agency?
1. Comptroller General of the United States
 2. General Accounting Office
 3. DFAS - Cleveland Center
 4. Department of the Treasury
- 1-37. The symbol number assigned by the Treasurer and entered on all accounting documents identifies what office or officer?
1. Office completing the transaction
 2. Officer approving the transaction
 3. Office initiating the document
 4. Officer paying or receiving the funds
- 1-38. Which of the following activities cooperates closely with NAVCOMPT on budgetary matters and in the development of common procedures on military pay?
1. FAADCLANT
 2. BUPERS
 3. NAVSUPSYSCOM
 4. FAADCPAC
- 1-39. Which of the following activities provides administrative and technical guidance on the transportation of Navy personnel and their dependents?
1. DFAS - Cleveland Center
 2. DFAS - Washington Center
 3. NAVCOMPT
 4. BUPERS
- 1-40. Responsibility for maintaining the overall neat appearance of an office space rests with which of the following personnel?
1. Senior person only
 2. Junior person only
 3. Cleaning detail only
 4. Each individual assigned to the office

- 1-41. Where should you keep unfinished work to prevent it from being misplaced?
1. In a work folder or desk tray
 2. In a desk tray or desk drawer
 3. In a desk drawer or file drawer
 4. In a file cabinet or work folder
- 1-42. Which of the following conditions should you consider when you plan the physical layout of an office?
1. Adequate lighting
 2. Adequate ventilation
 3. Direction of work flow
 4. Each of the above
- 1-43. To the extent possible, files should be placed or arranged in what manner?
1. Beside the desks of the persons using them
 2. In a central location
 3. Where they will be readily accessible, but separated from office traffic
 4. Where they are accessible only to the disbursing office supervisor
- 1-44. NAVSUP 2002 contains ordering information for which of the following items?
1. Office supplies
 2. Office equipment
 3. Blank forms
 4. Each of the above
- 1-45. You may keep a record of each item of office supplies that you regularly use in your office. In addition to the item name, your record should contain all EXCEPT which of the following data?
1. Unit price
 2. Stock number
 3. Description
 4. Unit of issue
- 1-46. Which of the following elements contributes most to the deterioration of blank forms?
1. Dust
 2. Dirt
 3. Temperature
 4. Direct sunlight
- 1-47. Office accidents can be avoided by complying with which of the following safety rules?
1. Report all suspected safety hazards
 2. Request repair of defects found on office furniture
 3. Arrange equipment so it does not block aisles and fire escapes
 4. Each of the above
- 1-48. What individual is primarily responsible for securing the safe that contains blank Treasury checks?
1. Supply officer
 2. Disbursing officer
 3. Senior disbursing clerk
- 1-49. The combination to the disbursing officer's safe is known by which of the following individuals?
1. Disbursing officer only
 2. Disbursing officer and supply officer
 3. Disbursing officer and commanding officer
 4. Disbursing officer and deputy disbursing officer
- 1-50. Locks to the disbursing office's entry doors should be changed on which of the following occasions?
1. Whenever a key to the door is lost
 2. Only when the disbursing officer is relieved
 3. Annually and when the disbursing officer is relieved
 4. At the end of each accounting period

- 1-51. When you secure the disbursing office at the end of the working day what special precaution is required in the area that contains a safe?
1. Trash cans are emptied
 2. Window curtains are closed
 3. A security guard is posted
 4. A night-light is turned on
- 1-52. Official correspondence concerning the functions of a disbursing office refers to which of the following types of communication?
1. Letters received by the commanding officer only
 2. Letters initiated by the disbursing officer only
 3. Message reports submitted to higher authority only
 4. All recorded communications sent and received
- 1-53. What instruction provides guidance in preparing official Navy correspondence?
1. SECNAVINST 5210.11D
 2. SECNAVINST 5216.5C
 3. SECNAVINST 5510.30
 4. SECNAVINST 5510.33
- 1-54. The standard letter format should NOT be used for correspondence sent to which of the following activities?
1. DFAS - Cleveland Center answering an inquiry about a payroll voucher
 2. A commercial firm requesting information on an invoice for ship's store stock
 3. NAVCOMPT requesting clarification of a manual reference
 4. A Marine Corps air squadron requesting pay checkage on one of its members
- 1-55. You should perform which of the following actions before typing a smooth letter?
1. Determine the number of copies required
 2. Prepare a rough draft
 3. Determine the proper form
 4. Each of the above
- 1-56. When preparing a standard letter, you should determine the number of copies required by using all EXCEPT which of the following factors?
1. Method of preparing the letter
 2. Subject of the letter
 3. Local filing practices
 4. Number of addressees
- 1-57. When preparing a standard letter on paper without a preprinted letterhead, you should type or stamp the activity's letterhead exactly how many lines from the top of the first page?
1. Five
 2. Two
 3. Six
 4. Four
- 1-58. Which of the following is NOT a rule you should follow when writing a letter?
1. Include only essential facts
 2. Answer all expressed and implied questions
 3. Repeat information for emphasis
 4. Keep sentence structure simple
- 1-59. An endorsement is used for what purpose?
1. To originate a letter from more than one command
 2. To initiate a letter to two addressees
 3. To make comment on the contents of a letter
 4. To communicate information to all Navy units

1-60. What is the quickest form of written communication in the Navy?

1. Message
2. Endorsement
3. NAVGRAM
4. Memorandum

1-61. What manual contains the detailed guidance on the use of naval messages?

1. *Customer Service Manual*
2. PAYPERSMAN
3. *Telecommunications Users Manual*, NTP 3
4. SDSPROMAN, volume II

1-62. Which of the following phrases describes a purpose of a NAVGRAM?

1. As a standard means of communication with commercial establishments
2. As a substitute for a standard letter when your command runs out of paper with a preprinted letterhead
3. As a standard means of communication between PSDS
4. As a means to reduce the number of electrically transmitted messages

1-63. You are required to stamp the word NAVGRAM on the center of the page of a NAVGRAM for identification purposes. What is the recommended size of this particular stamp?

1. 2 inches by 1 inch
2. 2 inches by 2 inches
3. 4 inches by 1 inch
4. 4 inches by 2 inches

IN ANSWERING QUESTIONS 1-64 THROUGH 1-68, IDENTIFY THE NUMERICAL SSIC THAT CORRESPONDS WITH THE MAJOR SUBJECT GROUPS USED AS THE QUESTION.

1-64. Military personnel.

1. 1000
2. 2000
3. 3000
4. 4000

1-65. Civilian personnel.

1. 2000
2. 5000
3. 9000
4. 12000

1-66. Financial management.

1. 7000
2. 8000
3. 10000
4. 16000

1-67. Operations and readiness.

1. 1000
2. 2000
3. 3000
4. 4000

1-68. General administration and management.

1. 16000
2. 11000
3. 7000
4. 5000

1-69. What instruction prescribes the standard filing system for the Navy?

1. SECNAVINST 5210.11D
2. SECNAVINST 5216.5C
3. SECNAVINST 5510.30
4. SECNAVINST 5510.33

1-70. What code is assigned to correspondence, directives, and forms to assist in filing documents consistently and efficiently?

1. UIC
2. UPC
3. SSIC

IN ANSWERING QUESTIONS 1-71 THROUGH 1-74, IDENTIFY THE NUMERICAL SSIC THAT CORRESPONDS WITH THE SECONDARY SUBJECT GROUPS USED AS THE QUESTION.

1-71. Military pay.

1. 7210
2. 7220
3. 7230
4. 7240

1-72. Regional consolidation procedures.

1. 7200
2. 7230
3. 7250
4. 7280

1-73. Public vouchers.

1. 7220
2. 7230
3. 7240
4. 7250

1-74. Procurement, custody, and disposition of funds.

1. 7210
2. 7230
3. 7250
4. 7270

1-75. Where should the applicable SSIC on a standard letter appear?

1. Upper right side below the serial number
2. Upper right side below the date
3. Upper right side above the serial number
4. Upper right side above the date